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Approved For Release 2002/01/08 : CIA-RDP81-00142R000200090005-9

DD/A Registry 78-0380

27 JAN 1978

DD/A Registry
File *Meetings*

MEMORANDUM FOR: See Distribution

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Conference of Headquarters Support Chiefs
of Headquarters Components

1. Last week the SSA/DDA announced that we plan to hold a support conference [REDACTED] on Monday and Tuesday, March 6 and 7. We should like the conference to be attended by the Chiefs of Support of Headquarters components with overseas installations. The objective of the conference will be to discuss and, if possible, reach definitive conclusions concerning certain aspects of overseas administration in the foreseeable future.

25X1A

2. We intend that this be a working conference, rather than a seminar. We have listed below four major subject groups which will be discussed, and after each group we have listed the names of the participants who will be responsible for the development of a presentation concerning that subject. We should like to have the separate discussion papers completed and distributed to the other participants by February 17. In developing the paper you may solicit the views of others who can contribute to your subject.

Monday AM : Impact of the reduction of DDA slots
in the DO, the feasibility of regional
support centers, and any other new concepts.
[REDACTED]

25X1A

Monday Afternoon: Role of Ops Support Assistants, and the
desirability of re-opening the MG career
service.
[REDACTED]

25X1A

E2 IMPDET
CL BY 006624

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Monday Evening: New administrative concepts, possible ADP applications, possible restructuring of admin work, and the desirability of having a Mission Administrative Council at each post, as a counterpart of the Interagency Committee.

25X1C

Tuesday AM :

25X1A

Secretary/Recorder - [REDACTED]

25X1A

3. The conference is scheduled to open at 0900 on Monday, 6 March. There will be morning, afternoon, and evening sessions on Monday, and a morning session on Tuesday to discuss the four subject groups listed above. The afternoon session on Tuesday will be used to discuss any other subjects which arise during the conference, and for a wrap-up of the conference. The conference will adjourn at the end of the afternoon session on Tuesday.

4. If there are other points which you believe should be included in the subject groups, please let me know as early as possible.

/s/ Michael J. Malanick
Michael J. Malanick

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A/SSA/DDA

1- DDA Chrono

1 - MJM chrono

1 - Reading file

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1 - SSA subject file

[REDACTED] ons (27 January 1978)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Registry
File *Meetings*

FROM:

Michael J. Malanick
Acting Deputy Director for Administration

EXTENSION

NO.

DDA 78-0380/1

DATE

1 February 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. John McMahon
Deputy Director for Operations

John:

This is the agenda for the support conference which has been scheduled for 6-7 March. If you have any suggestions for additional topics you might want us to consider, please let me know. Also, if you and/or John #2 are available, you may want to come down and spend the evening with us.

STATINTL

Michael J. Malanick
Acting Deputy Director for
Administration

ADDA/MJMalanick:lm (1 Feb 78)
Distribution:

Orig RS - DDO w/att

1 RS - DDA Subject w/att

1 RS - DDA Chrono

1 RS - MJM Chrono

Attachment: DDA 78-0380, Memo for Multiple Addressees, dated 27 Jan 78, Subject: Conference of Headquarters Support Chiefs of Headquarters Components

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